



Guidance For Oregon Pesticide Product Registrations

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The following guide contains information to help you register your pesticide products in Oregon and understand the annual renewal process. We hope you find this guide useful. Guides for other registration topics can be found on our [website](https://oda.direct/HowToRegister) (<https://oda.direct/HowToRegister>).

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Pesticide Product Registrations in Oregon

Registration Requirement

Registration is required by Oregon Revised Statutes - Chapter 634 (ORS 634.016) for each pesticide product delivered, distributed, sold, offered, or exposed for sale in Oregon.

For purposes of registration in Oregon, a pesticide product is considered to be readily distinguishable from any other pesticide by its content, registration number assigned by the United States Environmental Protection Agency (EPA), brand name, trade name, manufacturer, registrant, use as specified in labeling, or other distinction, but not including size or quantity of package (Oregon Administrative Rules 603-057-0001 (6)). Products that are readily distinguishable from other products require separate registrations.

Products subject to state registration

All products to be sold or distributed in Oregon that are registered under FIFRA Section 3, minimum risk pesticides that are exempt from federal registration under FIFRA Section 25(b), and Special Local Need (SLN) registrations under FIFRA Section 24(c) are subject to state registration. The non-refundable registration fee is \$400 (OAR 603-057-0006).

- Under Section 25(b) of FIFRA, certain minimum risk pesticide products are exempted from federal registration with the U.S. EPA. EPA has adopted basic guidelines and criteria that must be met for products to qualify for this “25(b)” exemption. For more information, see the EPA website <https://www.epa.gov/minimum-risk-pesticides>.
- FIFRA Section 24(c) Special Local Need (SLN) registrations are special registrations that are handled differently from all other state pesticide registrations. See the *Registrations for Companies with an Active License* section for more information.
- There are no fees associated with label revisions, supplemental labels, or FIFRA Section 2(ee) bulletins/recommendations; however, each of these types of labelling must be submitted to ODA for review and approval.

Products not subject to state registration

ODA does not require registration of adjuvants, pesticide devices, or manufacturing use only products (technical products used only to formulate EPA-registered pesticide products).

Combination Products

Some pesticide products may require concurrent registration with ODA’s Fertilizer or Feed Programs. The need for concurrent registration will depend on the content, claims, and/or use directions on the label. If your product is a combination product, registrations must be maintained with both the Pesticides Program and the Fertilizer or Feed Program to sell or distribute the product in Oregon. Please see the [Fertilizer Program](#) and the [Feed Program](#) for registration requirements and application materials.

Important: Please see our website for guidance documents on 25(b) products, supplemental labels, 2(ee) bulletins/recommendations, special local need labels, readily distinguishable products, and technical grade active ingredients.



Registrations for Companies without an Active License

Initial product registration

If you are representing a company that does not already have an active Pesticide Product Registration (PPR) license, or if you need to establish a new PPR license for a company that has other registrations with ODA, you must submit the initial registration on a paper application. Follow the directions on the application.

Upon review, if the application is complete and the market label acceptable, the license will be activated. A certificate will be sent to the mailing address provided, and you will be able to access the license on our online system, [MyLicense](https://mylicense.oda.state.or.us/) (mylicense.oda.state.or.us/). If you do not already have a profile on MyLicense, you will need to create one first. You can add the license to your profile to manage the registrations, including submission of new product applications, revised labels, supplemental labels, and 2(ee) bulletins/recommendations, or cancelation of registrations.

- If the company has more than one or two products, we encourage you to submit the initial paper application for just one product. Please contact a Registration Team member (see end of this document) for assistance. We can work with you to expedite processing the initial application and establishing the new PPR license for the company on MyLicense. As soon as the license is active, the additional registrations can be submitted online.
- Our paper application form is available on our [website](https://oda.direct/HowToRegister) (https://oda.direct/HowToRegister).
- If you submit the initial application late in the year (after mid-November), please clearly indicate on the application whether the registration is for the current year or the following year.
- If your pesticide product is a combination product (Pesticide/Fertilizer or Pesticide/Animal Feed), you will need to submit a new product application to the Fertilizer or Feed Program to proceed with the pesticide registration.

Subsequent registrations, revised Labels, supplemental labels, and 2(ee) bulletins

Once your company has an active license, our online system **must** be used for all other new product applications, for submission of revised labels, supplemental labels, and 2(ee) bulletins, and for the annual renewal. SLN labels, including revised SLN labels, must be submitted on paper. See the next section for more information on submitting these applications and documents.

Registrations for Companies with an Active License

If your company has an active Pesticide Product Registration (PPR) license, routine new product applications, revised labels, supplemental labels, and 2(ee) bulletins **must** be submitted online through [MyLicense](https://mylicense.oda.state.or.us/) (mylicense.oda.state.or.us/). You can make submissions using the “Manage Products” feature under the Main Menu, or in conjunction with your renewal application.

New product applications

In MyLicense, click the “Add Product” link and enter the requested information. You must upload both a Product Label (the container labeling that will appear in the marketplace) and an EPA Stamped/Accepted Label (the EPA-stamped label upon which the container labeling is based). The EPA-stamped label will be stamped “ACCEPTED,”



“NOTIFICATION,” or “ACCEPTED WITH COMMENTS.” We do NOT require the submission of the signed 8570-5 for distributor products. If you wish to submit this, you may upload it as an “Additional Document.”

- For Section 25(b) Minimum Risk registrations, please submit your container labelling TWICE – once with the “Product Label” file designation, once with the “EPA Stamped/Accepted Label” file designation.
- You may submit labels for several different container sizes of the product. If possible, please submit all sizes as a single PDF designated “Product Label.” If this is not possible, please upload each size label separately, all with the designation “Product Label,” and use the File Comments box to identify each size.
- The registration fees will need to be submitted and processed before your application will be reviewed. You may pay the registration fees:
 - (a) directly online, either by electronic check drawn on a U.S. bank account or by U.S. credit card (Visa, MasterCard, American Express, or Discover, only); or
 - (b) by printing a payment voucher, which you then mail to ODA with a check or money order.
- If your pesticide product is a combination product (Pesticide/Fertilizer or Pesticide/Animal Feed), you will need to submit a new product application to the Fertilizer or Feed Program to proceed with the pesticide registration.

Revised Labels

In MyLicense, click the “Load Revised Label” link under the product name to open the label upload window. Please ensure that you do not resubmit versions of your label that we already have. You must upload both a Product Label (the container labelling that will appear in the marketplace) and an EPA Stamped/Accepted Label (the EPA-stamped label upon which the container labelling is based). The EPA-stamped label will be stamped “ACCEPTED,” “NOTIFICATION,” or “ACCEPTED WITH COMMENTS.”

- If we already have an electronic copy of the EPA-stamped label upon which the container labelling is based, you will still need to resubmit that file for MyLicense to process your submission.
- For Section 25(b) Minimum Risk registrations, please submit your container labelling TWICE – once with the “Product Label” file designation, once with the “EPA Stamped/Accepted Label” file designation.
- You may submit labels for several different container sizes of the product. If possible, please submit all sizes as a single PDF designated “Product Label.” If this is not possible, please upload each size label separately, all with the designation “Product Label,” and use the File Comments box to identify each size.
- There is no fee for revised labels.

Supplemental labels

In MyLicense, click the “Load Revised Label” link under the product name, then select the “Load Supplemental Label” button. You must upload both the supplemental label and the supporting EPA Stamped/Accepted Supplemental Label. You must also enter the expiration date and the supplemental label name (as you wish it to display in our online database). Note: FIFRA Section 24(c) SLN labels are NOT considered supplemental labels. There is no fee for supplemental labels.

2(ee) bulletins/recommendations

In MyLicense, click the “Load Revised Label” link under the product name, then select the “Load 2(ee) Recommendation” button. Upload the 2(ee) recommendation and provide the name of the recommendation (as



you wish it to display in our online database). Enter the expiration date, if applicable. If we do not already have a PDF of the main product label in our system, the system will prompt you to upload the corresponding product label in support of the 2(ee) recommendation. There is no fee for 2(ee) recommendations.

Section 24(c), Special Local Need (SLN) labels

Registrants cannot submit new or revised SLN labels online. Applications for new SLN registrations must be submitted to ODA using a paper application (although supporting documentation may be accepted by email). SLN registrations are subject to the non-refundable registration. Revised SLN labels must be emailed to an ODA registration specialist for approval. Approved SLN labels will be uploaded into our online system by an ODA registration specialist. Please contact Jeannette Krampien [jeannette.krampien@oda.oregon.gov, (503) 949 – 3728] if you wish to submit a new SLN application or revise an existing SLN label.

Existing SLN registrations may be renewed online, just like all other products listed for renewal. Requests for cancellation must be submitted in writing to ODA.

Cancelling Registrations

Product registrations can be cancelled once all product clears the channels of trade in Oregon. There is no discontinuance period. Cancelling a product online requires two steps:

1. Click the check box next to “Cancel This Product.”
2. Click the “Cancel/Delete Products” button to complete the cancellation request.

If your product is a combination product, cancellation of the pesticide registration will result in cancellation of the concurrent registration with the Fertilizer or Feed Program.

Renewals

Annual Renewal Timeline for Companies with Active Licenses

- **Until mid-October:** Registrants can submit new product registrations, revised and supplemental labels, and Section 2(ee) bulletins/recommendations through MyLicense only.
- **Mid-October to mid-November:** MyLicense goes offline. Registrants **cannot** submit, in any form (online, emailed, or on paper), revised product labels, supplemental labels, or Section 2(ee) bulletins/recommendations. Since MyLicense goes offline mid-October every year, registrants should submit any products they want registered for the remainder of that year before this time.
- **Mid-October to mid-November:** Registrants can submit new pesticide product registrations for the current year via paper application only. We understand there may be situations where you need to submit a new product application after MyLicense closes. We can still accept late-year submissions after mid-October, but you must apply using our paper application form. If your application might arrive after mid-November, you should instead submit your application online when MyLicense opens.
- **December 31:** Current-year pesticide product registrations expire. After this date, if ODA has not received your renewal, your registrations are no longer active.



- **Mid-November:** MyLicense will open for renewals and next-year product registrations. Online applications submitted after mid-November will be registered for the next-year only. Next-year applications submitted on paper will not be processed before mid-November. For this reason, you should submit your next-year application online since they will not be processed early. Revised product labels, supplemental labels and Section 2(ee) product bulletins must be submitted via the online system only. Paper or emailed submissions will not be accepted.
- **March 31:** MyLicense will close for pesticide product registration renewals. If you need to renew a pesticide registration after this date, you will need to contact a Pesticide Registration Specialist. MyLicense will remain open for new product registrations, revised and supplemental labels, and Section 2(ee) bulletins/recommendations.

Companies without active licenses can submit their initial application on paper at any time.

Renewal Notices

ODA Licensing Office will mail Renewal Notices mid-November to all registrants with active licenses. The renewal notice is a postcard that lists your pesticide product registration (PPR) license number and provides the web address to MyLicense to submit your annual renewal. A second notice will be mailed in February if you have not submitted your renewal.

Online Renewals

In MyLicense, choose “Renew Licenses Expiring Dec 31st” under the Main Menu, and follow the instructions to prepare and submit your annual renewal application and fees.

- **Note:** If you receive a paper renewal notice because your address of record with ODA is outside the US, you may still be able to submit an online renewal application (see Paper Renewals, below).
- During the online renewal period, our system allows you to: (a) renew or cancel existing registrations for the next year; (b) submit revised product labels, supplemental labels, and Section 2(ee) bulletins for existing registrations; and (c) apply for new product registrations for the next year.
- **Fee payment options:** MyLicense will calculate your renewal fee and will account for any cancellation requests. You may pay the registration fees:
 - (a) directly online, either by electronic check drawn on a U.S. bank account or by U.S. credit card (Visa, MasterCard, American Express, or Discover, only) or
 - (b) by printing a payment voucher, which you then mail to ODA with a check or money order.
- **Tip:** submitting many revised labels, supplemental labels, or 2(ee) bulletins in your annual renewal application will increase the time required for ODA to process your renewal application. We encourage you to submit these before our offline period begins (mid-October), or after we process your renewal.
- If you submit your renewal application before December 31, please be aware that there will be a period during which your license will be inaccessible to you. This is only temporary, and you will regain access as soon as your renewal application is processed and your license activated, or by January 2, whichever comes first.



Paper Renewals

If the address of record for your license is outside the US, you will receive our renewal notice and renewal application in paper form. Your renewal notice/renewal application form will include a list of all your products currently registered in Oregon.

- Note: If you receive a paper renewal application form, you may still be able to renew online. Go to MyLicense and refer to directions above for online renewals. Please be aware that **you must have a US address** to enter into the payment window when using the electronic check or credit card options.
- Paper renewals may also be requested if you miss the online renewal period (mid-November to mid-March). Please contact one of the ODA Pesticide Registration Specialists or our Licensing Office at MyLicense-help@oda.state.or.us for assistance.
- Instructions for paper renewals:
 - Mark corrections or updates to contact information directly on the form.
 - Cross out and write “cancel” next to the name of any product registration you do not wish to renew. If you cancel products, you will need to recalculate the fee.
 - You may send the renewal form back with check or money order, OR you can pay with a credit card. With the credit card option, you will need to include a completed Credit Card Authorization Form. If you have a fax machine, you can fax the renewal form and CC Authorization Form to the secure fax number shown on the CC Authorization Form. DO NOT email anything to us that has credit card information on it.
 - After your license is renewed, you can submit new product applications, revised labels, supplemental labels, and 2(ee) recommendations online. Do not make these submissions with your renewal.

Public Database for Pesticide Registrations

All pesticide products registered with ODA are listed in our publicly searchable [database](https://oda.direct/PesticideProductSearch) (<https://oda.direct/PesticideProductSearch>). If there is a PDF available, it will be visible to the public. If there are supplemental labels or 2(ee) product bulletins associated with a product, these will also be visible. Only the most recently approved label/bulletin will be posted.

After December 31, your company’s registrations will have the status of “In Review - Renewal Pending” if the renewal has been submitted. Once the renewal application has been processed and approved, the status will be changed “Registered.” If you have not submitted the renewal, your registrations will have the status of “Registration Expired.”

ODA Pesticide Registrations Team

Registration Specialist – Jeannette Krampien, jeannette.krampien@oda.oregon.gov, (503) 949-3728

Registration Specialist – Sam Treviño, sam.trevino@oda.oregon.gov, (971) 218-1180

Registration Support – Tasha Schworak, (971) 375-8836



Registrations Manager – *Gilbert Uribe Valdez, gilberto.uribe.valdez (503) 986-4651

ODA Pesticide Program Office – Phone (503) 986-4635, Fax (503) 986-4735

[ODA Licensing Office, Online Registration System Assistance](#) * Habla español

Web Addresses:

Main website: <https://oda.direct/HowToRegister>

Contains additional guidance documents, as well as the paper application PDF.

MyLicense: mylicense.oda.state.or.us/

Online registration system.

Public database for Pesticide Registrations in Oregon: <https://oda.direct/PesticideProductSearch>

Database for all pesticide product registrations in Oregon, including PDFs if available.

Fertilizer Program:

<https://www.oregon.gov/oda/programs/Pesticides/Fertilizers/Pages/HowRegisterFertilizerProduct.aspx>

Information on registering fertilizer, mineral, and agricultural amendment products in Oregon.

Feed Program:

<https://www.oregon.gov/oda/programs/animalhealthfeedslivestockid/feed/pages/feedlicensing.aspx>

Information on registering feed products in Oregon.

